

Guidelines for SC Approved
IN-SERVICE TRAINING PROGRAM
2003

Recertification of
EMT-Basic, EMT-Intermediate, and EMT-Paramedic

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BACKGROUND

Prior to 1986, EMTs could recertify by any one of the following methods:

Completing a DHEC-approved refresher course (any level EMT) and successfully passing the state written and practical certification examination.

Accruing DHEC-approved Continuing Education Units (EMT-Intermediate and EMT-Paramedic) and successfully passing the state written and practical certification examination. In 1992, the CEU option became available for the EMT-Basic.

For the EMT-Basic: Completing a DHEC-approved EMT-Basic In-Service Training program under the direction of the ambulance training officer and successfully passing the state written and practical certification examination.

In 1986, changes in the EMS law provided for an In-Service Training Program (IST) for all levels of EMTs under the direction of the medical control physician of the SC licensed ambulance service. This program, once approved by DHEC Division of EMS, provided the physician with the option to waive the state written and/or practical certification examination for participants who successfully completed all minimum requirements of the program as specified by DHEC. The medical control physician had the ultimate responsibility for program quality and compliance with guidelines.

In 1996, the In-Service Training program was revised to a more "user-friendly" format and to provide guidance to those EMTs who desire to maintain their National Registration.

In 2003, the In-Service Training program was again revised to reflect the current breakdown of the Basic, Intermediate & Paramedic DOT refresher programs and to be more "user-friendly" in assisting EMTs with the National Registry Re-Registration process.

DEFINITIONS

For consistency and clarity in understanding all aspects of this document, the following definitions will apply.

DHEC: The **D**epartment of **H**ealth and **E**nvironmental **C**ontrol - Division of **E**mergency **M**edical **S**ervices.

IST: **I**n-**S**ervice **T**raining. A SC DHEC-approved training program for the purpose of recertification of EMTs in SC.

LICENSED AGENCY: Any agency licensed by DHEC (see above definition) to provide patient care at the level of EMT-Basic and/or above.

MEDICAL CONTROL PHYSICIAN:

The physician associated with a DHEC licensed agency that takes ultimate responsibility for the care and treatment (On-Line or Off-Line) of all patients through the delegated responsibility of the agency's EMTs as a result of the day-to-day activity of that agency.

PROGRAM OVERVIEW / REQUIREMENTS

This program, upon completion of all four (4) requirements, is equivalent to a SC state-approved refresher course for all levels of EMTs. The IST program, as outlined, is equal to or exceeds the DOT refresher requirements. The state of SC accepts this program in lieu of a formal refresher course. Below is a comparison of the refresher course requirements.

	<u>DOT Refresher</u>	<u>SC State Refresher</u>	<u>IST Program</u>
Basic			
- Preparatory	1 Hour	1 Hour	6 Hours
- Airway Mgmt & Vent	2 Hours	8 Hours (Includes ET & LMA)	6 Hours
- Patient Assessment	3 Hours	4 Hours	3 Hours
- Trauma	4 Hours	4 Hours	10 Hours
- Medical	4 Hours	8 Hours (Includes AED)	15 Hours
- Special Considerations	2 Hours	3 Hours (Infants & Children)	6 Hours
- Assess-Based Mgmt	0 Hours	0 Hours	0 Hours
- Operations	0 Hours	0 Hours	2 Hours
- Electives	8 Hours	8 Hours (CPR & Enrichment Modules)	0 Hours
Totals	24 Hours	36 Hours	48 Hours

	<u>DOT Refresher</u>	<u>SC State Refresher</u>	<u>IST Program</u>
Intermediate			
- Preparatory	5 Hours	5 Hour (Includes BLS)	6 Hours
- Airway Mgmt & Vent	5 Hours	5 Hours (Includes ET & LMA)	6 Hours
- Patient Assessment	0 Hours	0 Hours	0 Hours
- Trauma	8 Hours	8 Hours (Includes IV & IO)	10 Hours
- Medical	12 Hours	12 Hours	18 Hours
- Special Considerations	4 Hours	4 Hours	6 Hours
- Assess-Based Mgmt	0 Hours	0 Hours	0 Hours
- Operations	2 Hours	2 Hours	2 Hours
- Electives	0 Hours	0 Hours	0 Hours
Totals	36 Hours	36 Hours	48 Hours

	<u>DOT Refresher</u>	<u>SC State Refresher</u>	<u>IST Program</u>
Paramedic			
- Preparatory	6 Hours	6 Hour	6 Hours
- Airway Mgmt & Vent	6 Hours	6 Hours (Includes LMA)	6 Hours
- Patient Assessment	0 Hours	0 Hours	0 Hours
- Trauma	10 Hours	10 Hours	10 Hours
- Medical	18 Hours	18 Hours	18 Hours
- Special Considerations	6 Hours	6 Hours	6 Hours
- Assess-Based Mgmt	0 Hours	0 Hours	0 Hours
- Operations	2 Hours	2 Hours	2 Hours
- Electives	0 Hours	0 Hours	0 Hours
Totals	48 Hours	48 Hours	48 Hours

The principle focus of the IST program is the emphasis on regular **monthly** training. Since an EMT's SC state certification is three-years in length, the program is designed to complete all necessary requirements in three years.

The IST program must provide training in a classroom setting to maintain educational integrity. **EMTs attending IST classes are NOT permitted to be "on-call" and to leave class early for work related duties, there must be other on-duty personnel to cover their work related duties.**

Only EMTs who possess a current SC EMT certification may participate in an IST program for the purpose of obtaining recertification of their state EMT status. Listed below are the details of the four (4) minimum requirements necessary to complete the IST program:

1. **Didactic Requirements:**

Over the three year period of the EMT's SC state certification, the IST participant must satisfy specific **didactic** requirements. In order to receive credit, documentation of all IST didactic training must be accompanied by a properly completed and signed class roster for each training session. The **didactic** requirements for all levels of EMT are divided into categories as follows:

<u>Divisions</u>	<u>Basic</u>	<u>Intermediate</u>	<u>Paramedic</u>
Preparatory	6 Hours	6 Hours	6 Hours
Airway Mgmt & Vent.	6 Hours	6 Hours	6 Hours
Patient Assessment	3 Hours	0 Hours	0 Hours
Trauma	10 Hours	10 Hours	10 Hours
Medical	15 Hours	18 Hours	18 Hours
Special Considerations	6 Hours	6 Hours	6 Hours
Assessment-Based Mgmt	0 Hours	0 Hours	0 Hours
Operations	2 Hours	2 Hours	2 Hours
Electives	0 Hours	0 Hours	0 Hours
Minimum Total Hours	48 Hours	48 Hours	48 Hours

2. **Skill Requirements:**

In addition to the didactic requirements, **additional hours of training** are required for the practice, evaluation and confirmation of skill competency for each skill pertinent to that level of EMT certification. The medical control director is solely responsible for verifying skill competency. All skills should be verified a minimum of once during the EMT's three-year certification period.

Verification of skill competency is to be conducted **as a part of classroom training evaluations**. Using data from patient care reports and/or transporting patients to a medical facility are **not** to be used for skill competency verification.

Each participant must perform and demonstrate (**in a classroom setting**) skill competency for each skill applicable to his/her level of certification. The medical control director should be present to conduct all skill demonstrations. Documentation **must be kept on file** (and may be kept by using individual skill checksheets if desired). The medical control director is solely responsible for verification of skill competency for each participant. The medical control director may delegate the evaluation of skills to the training officer; however, the verification of skill competency by signature remains the responsibility of the medical control director.

3. **Attendance Requirements:**

Each licensed EMS provider authorized to conduct a SC approved IST program, **must** offer a minimum of one didactic class each month for a minimum of ten (10) months each program year. The subject matter **must** come from the course breakdown as stated above.

Once an EMT begins IST training, that EMT is required to continue training throughout their certification period **plus**; remain in the program, thereafter, until the EMT leaves their current IST employer, changes to another SC licensed provider's IST program or until the EMT chooses to no longer participate in the program.

Each EMT must have documented **didactic** training for a **minimum** of eight (8) months out of each twelve (12) months of their certification period. An EMT's certification period is divided into three (3) "certification" years.

Ricky Rescue's certification will expire April 21, 2003. His three "certification" years are as follows:

April 2000 to March 2001	=	"Certificate" year one
April 2001 to March 2002	=	"Certificate" year two
April 2002 to March 2003	=	"Certificate" year three

For training documentation purposes, the “day” of the month is NOT important. Ricky Rescue will receive credit for all IST training from April 2000 to March 2003, regardless of the day of the month the training was rendered.

An EMT may be absent for a **maximum** of two (2) months of the ten (10) required months of IST training sessions per each “certification” year. This allowable absentee rate of 20% per year is equal to / or exceeds that as required in the state-approved refresher programs. Any more than two (2) months of absences for any “certification” year **must** be made up within thirty (30) days of the training or the EMT will become ineligible for recertification through the IST program.

Exceptions to the attendance requirements are as follows:

1. If an EMT begins an IST program for the first time, the attendance requirement begins that month and will continue until the next recertification period. The EMT is not penalized for the time prior to his/her start date. The IST training officer must document on top of the EMT’s IST training record the start date for that EMT if they did **not** have access to an IST program their entire three-year certification period.
2. The time an EMT is off-duty due to a workman’s comp injury or other medically documented injuries or illnesses in which the EMT could not attend IST class is **not** counted as an absence. The IST training officer must document on top of the EMT’s IST training record the specific dates of the injury /illness and enclose all necessary medical documentation. **These dates must also exceed the thirty day make-up window for the IST class.**
3. EMTs who also serve in the armed forces (active or reserve) and who receive orders to deploy and/or must be away for military training or exercises for extended periods of time are not penalized. Upon returning, the EMT needs to submit to DHEC a copy of his/her deployment orders showing the date deployed and the date returned. SC DHEC Division of EMS will add any certification time missed, due to deployment, back to the EMTs SC state certification.
4. EMTs who transfer from one provider’s program to another and may have a period of unemployment between the two programs are not penalized. The transition time between one provider and another when the EMT could not attend an IST program will NOT be counted as absences. (***See Transfer of IST Credit***)

NOTE: Although, it is possible to complete all didactic and skill requirements in one (1) year, the **attendance requirements** are **continuous throughout the EMT’s certification period.**

EMTs who may have approved absences from IST training sessions as stated above must still meet all didactic and skill requirements plus maintain a valid BLS/ACLS credential(s). There are NO exceptions to these requirements.

4. **Other Required Credentials:**

All EMTs (all certification levels) must maintain a valid BLS credential. Currently, the only BLS credentials acceptable for state certification/re-certification are :

American Heart Association:	BLS for the HealthCare Provider
American Red Cross:	CPR for the Professional Rescuer
American Health & Safety Institute:	CPR Pro

A valid BLS credential is one which has an expiration date **greater** than that of the EMT's current SC state EMT certification.

In addition to a valid BLS credential, all SC EMT-Paramedics must maintain a valid AHA or AHSI ACLS credential. A valid ACLS credential is one which has an expiration date **greater** than that of the EMT's current SC state EMT certification.

Misc:

When an EMS provider begins an IST program, for the first time or after a lapse, that program must be in effect a full ten (10) months of IST training before any of the IST training becomes eligible to be used for recertification. Likewise, when an EMT begins participation in an IST program for the first time, that EMT must be in the program for a minimum of ten (10) months of IST training before any of the IST training may be applied to his/her state recertification.

If the EMT changes employment from one EMS provider with an IST program to another EMS provider with an IST program, the EMT may transfer his/her IST credit (see ***Transfer of IST credit***).

Medical Control Physician:

Since the medical control physician (Primary &/or Assistant) is responsible for the verification of competency for each EMT and since the medical control physician is the only one which may "waive" an EMT from all or part of the state certification procedures; the SC DHEC Division of EMS will **not** permit the medical control physician to waive any EMT from any portion of the state certification examination process until **all** of the following conditions have been satisfied:

1. The medical control physician (Primary &/or Assistant) has attended a SC state approved medical control workshop.
2. The medical control physician (Primary &/or Assistant) for that SC licensed EMS provider has been verified on a properly completed medical control change form located on file in the SC DHEC Office of EMS.

3. The EMT has participated in the IST program for a minimum of ten (10) months of IST training and is currently working for this SC licensed EMS provider and this medical control physician .
4. The IST program has been in effect at this SC licensed EMS provider for a minimum of ten (10) months of IST training.
5. The EMT has **fully** satisfied **ALL** four (4) requirements of the IST program to include all didactic, skill and attendance requirements.

PROGRAM OPERATION:

Only currently certified EMTs may participate in an IST program. An individual will not receive IST credit or be permitted to receive recertification under the IST program if their certification has expired. **Once an EMTs SC state certification has expired, their only option is to successfully complete a formal SC state approved refresher and appropriate SC approved certification examination.**

Classes should be conducted as scheduled. It is possible that a class date, time, or topic may have to change. When this change is necessary, pencil the change on your copy of Enclosures 2 and 3. **IT IS IMPORTANT THAT THE CHANGE BE SO NOTED SO THAT IT IS CLEAR TO DHEC WHEN THE PROGRAM IS AUDITED.**

PROGRAM ALTERATIONS WILL BE THE EXCEPTION AND NOT THE RULE.

All students should print their name AND must sign their own signature on the Class Attendance Roster. Participants must remain for the entire class to receive credit. **AFTER THE CLASS BEGINS, THE PROCTOR/INSTRUCTOR MUST SIGN THE CLASS ATTENDANCE ROSTER AND (IN INK) CROSS OUT ALL UNSIGNED SPACES TO PREVENT LATER ADDITIONS.** All class data listed on the Class Attendance Roster must agree with the approved class schedule and the approved plan overview.

Participants are permitted up to two (2) months of IST class absences per each “certification” year. Absences may be for any reason such as vacation, sickness, etc., however; participants must realize that failure to complete all four (4) minimum requirements of the program will make them ineligible for IST recertification.

Individual training records must be documented within thirty (30) days of training. Computerized forms/records for any enclosures in these guidelines may be re-produced/re-created so long as the same information is present and in a similar format. Please keep re-creations as close to the original as possible for consistency and ease in auditing and recertification eligibility evaluations. These forms must be approved for use

in advance by DHEC. Hard copies must be produced for audits and for recertification requests.

A program participant may participate in only one (1) IST program at a time for the purpose of recertification through the IST program. Often EMTs are affiliated with more than one licensed agency. Each of these agencies may have their own IST program. The participant must decide which program he/she desires to remain in (for recertification purposes) and become actively involved. An EMT may NOT "bounce" back and forth between various IST programs. He/she must either make a commitment to one or choose NOT to participate for the purpose of recertification.

Any training done outside the agency's "approved" IST program (Regional EMS course offerings such as ACLS, BTLS, etc.) does **NOT** count as IST Training.

If nationally standardized courses (ACLS, PHTLS, etc.) are offered as part of the agency's IST program, and was included and approved in the provider's IST application packet, then that training is to be included on the individual's IST record.

DHEC MUST BE NOTIFIED AS SOON AS POSSIBLE OF A CHANGE IN MEDICAL CONTROL DIRECTOR (PRIMARY OR ASSISTANT). The new Medical Control Director will not be authorized to waive any candidate from the state certification examination until that physician has completed a medical control workshop.

Each agency may impose additional and/or more stringent requirements (such as attendance, etc.) than is outlined in this document.

All records applicable to the agency's IST program must be available for audit and/or inspection. If the primary agency has other agencies participating in their IST program, all IST records **must** be maintained by the primary agency and all IST recertification request **must** be handled by the primary agency's training officer.

If a program is to be **audited**, the agency will be given no more than 48 hours notice to produce a hard copy of all records prior to the arrival of a DHEC representative.

Inspections are performed in conjunction with each agency's re-licensure process. At a minimum, access to computer IST records should be available to the DHEC inspector at the location of and time of that agency's mandatory annual inspection.

MAKE-UP OF IST CLASSES

Any didactic IST class session may be made-up, however; there are certain minimum guidelines which must be followed. **Any IST session made-up within thirty (30) days of the initial class offering does NOT count as an absence on the EMT's attendance record.**

An IST class may be made-up by either of the following two (2) methods:

1. The EMS provider may hold a special repeat class date of that month's IST session later in the same thirty day period.
2. Didactic classes may be video taped for a later session for participants who were absent for the initial class. The make-up class must be presented in an educational setting with a facilitator present.* Watching the tapes at home or while subject to calls at a duty station is **not** permitted for make-up credit.

* It is important to note that the **date** in which a class is made-up is critical as to the credit he/she will receive.

1. If the EMT only needs to make-up the subject matter but does **NOT** need the attendance credit - then the make-up may occur any time during the EMT's certification period.

Example: EMT Jones missed the IST Trauma Assessment class on May 23rd. This has been EMT Jones' only absence this certification year; however, the subject matter presented in that class is NOT scheduled to be repeated before EMT Jones' state certificate expires. Therefore, EMT Jones was required to make-up the Trauma Assessment session in order to satisfy the minimum didactic requirements of the program. EMT Jones made-up the class by viewing the class video tape on September 8th. Since that date is more than thirty (30) days **after** the initial offering of the class, EMT Jones will only receive credit for the "subject" matter but will **not** receive credit for the attendance requirement. The IST training officer will document EMT Jones' training record with only the "hours" of training received for the session on Trauma Assessment. The "date" column of the form will NOT reflect a specific date, but should contain the letters "**MU**" to indicate the make-up was done greater than thirty days from the initial class.

2. If the EMT needs credit for the date (for attendance requirements) the make-up **must** occur within thirty (30) days from the date of the initial class.

Example: EMT Smith missed the IST session on Care of the Neonate scheduled for March 18th. This was EMT Smith's third IST absence this certification year. He did not make up either of the first two IST sessions he missed, so it is now **mandatory** that EMT Smith make-up this session or he will become ineligible for recertification through the IST program. EMT Smith makes-up the session by viewing the class video tape on April 12th. Since April 12th is within thirty days from March 18th, EMT Smith will receive credit for the IST date of March as well as the subject matter. The IST training officer will document EMT Smith's training record as having attended the March IST session. For audit purposes, the IST class

roster for that session in March should show the “**actual**” date EMT Smith made up the session along with the signature of EMT Smith.

TRANSFER OF IST CREDIT

IST credit may be transferred from one SC licensed EMS agency to another as participants change employment.

1. When leaving one agency, the participant (EMT) should obtain the **original** copy of his/her Individual Training Records (Didactic & Skills) with **all signatures**. In addition, all blank subtopics/skills should have been crossed out in ink to prevent later additions. **The date the EMT left the provider’s IST program should be placed at the top of the EMT’s IST Didactic Training Record.** The provider must retain a “copy” of the training record.
2. When the participant obtains employment (volunteer or paid) with another SC licensed EMS agency that has a DHEC-approved IST program, the individual training record is turned over to the current training officer. The current training officer **must confirm** the participant's training record, by phone or letter, with the training officer of the other agency prior to accepting that record.

A TRAINING OFFICER MAY NOT ACCEPT ANY OTHER AGENCY'S IST RECORD IF IT IS NOT COMPLETE (CONTAINING ALL NECESSARY SIGNATURES AND BLANK SUBTOPICS CROSSED OUT).

3. A new Individual Training Record must be started on the participant and the old transferred record attached as verification of previous training. **The date the EMT begins the new provider’s IST program should be placed at the top of the EMT’s IST Didactic Training Record.**

WHAT COUNTS FOR IST TRAINING?

All didactic classes which have subject matter applicable to any topic in the SC DHEC “approved” IST format, **and**, has been presented within policy guidelines “**in-house**” may be applied to the EMT’s IST training record.

In-house means the IST session was offered by the primary IST provider, **on-site** or at the approved training site for that SC licensed EMS provider. Any training done **off-site** and outside the agency's IST program (i.e., EMS Symposia, Regional EMS course offerings such as ACLS, BTLs, etc.,) may only apply as CEUs. This CEU record of training will be important if the participant chooses to recertify by CEU credit.

EXCEPTION: If the outside training was mandated in writing by either the EMS Director, IST Training Officer OR the Medical Control Physician, then that training may be documented as part of the EMT's IST record.

1. The **out-side** training must be mandatory for the EMT's continued employment with the EMS provider.
2. The **out-side** training must **not** have been offered as part of the EMS provider's IST program as approved and on-file in the SC DHEC Office of EMS.
3. The **out-side** training may be the result of disciplinary action from a Q.A. review or other type of employee appraisal.

A certificate of completion from the source which provided the **out-side** training along with the necessary **written** documentation (on agency letterhead) that the training was mandatory due to employment or disciplinary actions, must be attached to the EMT's training record - **THIS TRAINING (DIDACTIC) IS TO BE RECORDED ON THE EMT'S IST TRAINING RECORD , IN PLACE OF THE DATE OF THE TRAINING – THE NAME OF THE COURSE SHOULD BE USED (i.e. ACLS, PHTLS, etc.).** The EMT will receive credit for the subject matter only. The training will NOT count toward the "attendance" requirements.

INSTRUCTOR QUALIFICATIONS:

Each SC licensed EMS agency must designate one person as the Training Officer. This person is responsible for assuring compliance with all program requirements and submission of all paperwork to DHEC. **DHEC must be notified, in writing, within 30 days of any change concerning the Training Officer.**

The new training officer will have no more than 90 days to complete the following requirements. Failure to do so within that 90 day period will cause their IST program to automatically be converted to a "temporary" CEU program until all requirements are met.

NO IST RECERTIFICATION PACKETS WILL BE ACCEPTED DURING THIS TEMPORARY CEU PROGRAM PERIOD. ANYONE NEEDING RECERTIFICATION WILL BE REQUIRED TO HAVE THEIR TRAINING COUNTED AS CEUS AND WILL BE REQUIRED TO SUCCESSFULLY PASS THE SC RECERTIFICATION EXAMINATION.

Requirements for Training Officer:

1. Be listed as an employee (volunteer or paid) in the provider's list of employees submitted in their provider re-licensure packet.

2. All IST training officers must have documentation of completion of one of the following programs:
 - a. The forty (40) hour DOT EMS Instructor Training Program. These programs are available by contacting your regional EMS office
 - b. The National Fire Academy Instructor Training Program.
 - c. Current certification as an authorized SC EMT-Instructor.
3. Complete a SC DHEC approved IST Training Officer policy orientation .

The Training Officer may also be the "Primary" instructor of the IST program, however; this is not a requirement. Any instructors used in the program must meet the following requirements:

1. Be listed as an employee (volunteer or paid) in the provider's list of employees submitted in their provider re-licensure packet.
2. Be certified at or above the level of candidates he/she will instruct.
3. Be "uniquely" qualified to serve as an instructor. Such qualifications may be additional provider/instructor certifications such as BLS/ACLS instructor, BTLS, PALS, etc., or be a specialist in the area of instruction provided.
4. The SC DHEC Office of EMS highly recommends and strongly encourages all IST instructors to complete the forty (40) hour DOT EMS Instructor Training Program. These programs are available by contacting your regional EMS office.

Guest Instructors (not employees of the SC licensed EMS provider) may be used during the program as long as it does not involve more than 50% (five months) of the program for each year.

It is important that the EMS director or another person of the SC licensed EMS agency be so familiar with the IST program and it's policies that the program will continue as scheduled if a vacancy in the position of Training Officer occurs. The program requires monthly training. Any extended break in the program will cause the program to become "unapproved" and may jeopardize the recertification eligibility of all EMTs in the program.

IST PROGRAM APPLICATION PROCEDURES:

Only SC licensed EMS providers may apply for an In-Service Training Program. IST programs run on either a January to December (calendar year) cycle or a July to June (fiscal year) cycle. Programs are only approved for one (1) year at a time and must be re-approved annually. An IST Program Application packet must be complete and received by DHEC prior to the established deadlines.

APPLICATION DEADLINES	
JANUARY TO DECEMBER PROGRAM	NOVEMBER 1st
JULY TO JUNE PROGRAM	MAY 1st

Form must contain “original” signatures of the primary medical control director , agency administrative director and the training officer where applicable.

Application packets received incomplete will be returned "UNAPPROVED". In-service training will not be approved retroactively.

TRAINING DONE OUTSIDE OF DHEC-APPROVED PROGRAM DATES WILL NOT BE RECOGNIZED TOWARD RECERTIFICATION. TRAINING AND/OR PROGRAM APPROVAL WILL NOT BE RETROACTIVE.

An IST program may involve multiple licensed agencies as long as they have the **same** medical control director(s) as indicated on file in this office. All paperwork must be handled by the training officer of the primary agency.

Renewal IST program packets received late may jeopardize program approval and recertification of the program's EMTs.

IST RECERTIFICATION REQUEST PROCEDURES:

It is preferred that the recertification packet be received by DHEC **no later than 30 days prior to that individual's expiration date**. The 30 day DHEC review period is necessary so that the individual's certification does not lapse in case further documentation/verification of records is needed to confirm that individual's satisfaction of all program requirements and recertification eligibility.

An individual may only receive IST credit for classes attended during the three years of that individual's certification period.

ANY INDIVIDUAL SUBMITTED FOR IST RECERTIFICATION MUST HAVE SATISFIED ALL FOUR (4) MINIMUM REQUIREMENTS.

1. **MINIMUM DIDACTIC REQUIREMENTS:**

Total of 48 hours of didactic sessions meeting ALL minimum hourly requirements for each Division

2. **MINIMUM SKILL REQUIREMENTS:**

All skills pertinent to that individual's level of certification must be documented and verified by the medical control director.

3. **MINIMUM ATTENDANCE REQUIREMENTS:**

Documentation of monthly training. Must have documentation of eight (8) months of didactic training for each certification year.

4. **OTHER REQUIREMENTS:**

A) All EMTs (Basic, Intermediate, Paramedic) must maintain current CPR certification. Proof must be in the form of a valid CPR card from one of the following:

AHA: BLS for the Healthcare Provider
ARC: CPR for the Professional Rescuer
AHSI: CPR Pro

B) All EMT-Paramedics must also maintain current ACLS certification. Proof must be in the form of a valid AHA or AHSI ACLS card.

IST RECERTIFICATION PACKETS MUST CONSIST OF THE FOLLOWING DOCUMENTS:

A completed AND signed **IST Recertification Packet**.

A valid AHA, ARC or AHSI CPR card. (In addition, EMT-Paramedics must also submit a valid AHA or AHSI ACLS card).

A completed and signed/endorsed Certificate Application (White, Green, Blue) Card.

BE SURE TO RETAIN A COPY OF ALL DOCUMENTATION SENT TO DHEC!

For recertification packets to be considered, they must have all the required documents properly completed to include all necessary signatures. ALL SIGNATURES MUST BE ORIGINAL. SIGNATURES MAY NOT BE STAMPED, PHOTOCOPIED, ETC. NO ONE MAY DELEGATE HIS/HER SIGNATURE!

IST DIDACTIC COMPETENCY DOCUMENTATION:

All approved IST providers should maintain documentation of each participant's didactic and skill competency. While documentation of skill proficiency is required, documentation of didactic proficiency is strongly encouraged.

It is recommended that each IST program provide comprehensive written examinations to each participant as least once each year to document didactic competency. Using the publisher's test bank for the textbook your program is using is preferred over that of examination questions written by the instructor. The IST Training Officer with guidance from the provider's Medical Control Physician should establish a minimum passing score necessary for the individual EMT to be considered for "sign-off" privileges. Any IST participant maintaining a score less than the established minimum should not be permitted to receive the waiver benefits of the SC state recertification examination process.

CEU RECERTIFICATION REQUEST PROCEDURES:

For those participants who fail to complete all four (4) requirements of the IST program, the IST documentation may be converted to continuing education units (CEUs). Participants who gather the minimum required CEUs during their certification period will be eligible to challenge the state written and practical examinations for recertification.

In order to submit an individual for CEU consideration, the following documentation must be received by DHEC anytime within the last year of the individual's expiration date BUT NO LATER THAN 30 days prior to that individual's expiration date.

A Completed and signed EMT CEU Recertification Package

A valid AHA, ARC or ASHI CPR card. (In addition, EMT-Paramedics must also submit a valid AHA or ASHI ACLS card).

A Completed and signed Certificate Application (White, Green, Blue) card.

IMPORTANT: Remember, CEUs may only be earned during the three years of an individual's certification. NO CEU CREDIT WILL BE GIVEN FOR TRAINING DONE PRIOR TO OR AFTER THE CERTIFICATION PERIOD. **ALL SIGNATURES MUST BE ORIGINAL. NO ONE MAY DELEGATE HIS/HER SIGNATURE!**

The DHEC training staff will convert the individual's IST record into CEUs at the rate of one (1) hour equals one (1) unit.

If there are deficiencies in meeting the minimum required CEUs, the individual will be notified, in writing, of any deficiency and encouraged to obtain and/or submit additional documentation to correct the deficiency prior to their expiration date.

If the individual meets the minimum CEU requirements, that individual will be notified, in writing, of their eligibility and information necessary to take the SC state written and practical recertification examination. (The SC state recertification examination for the EMT-Basic is the National Registry EMT-Basic examination.)

BE SURE TO RETAIN A COPY OF ALL DOCUMENTATION SENT TO DHEC!

FOR MORE INFORMATION CONCERNING THE CEU PROGRAM, DOWNLOAD A COPY OF THE CEU PROGRAM GUIDELINES: A COPY MAY BE OBTAINED FROM THE SC STATE EMS WEBSITE (www.scdhec.net/hr/ems).

IST TRAINING vs PROVIDER-BASED TRAINING

Regulation 61-7, Section 303, item F states:

*“The provider (SC licensed EMS provider) provides a minimum of three (3) hours of provider based training in equipment use and patient care **for each EMT associated with his service each quarter**. A training record is kept on each EMT and will be available for inspection by the Department (DHEC).”*

If a service has an approved in-service training (IST) program, they more than comply with the minimum three hours per quarter, however; each EMT must attend a minimum of three hours of training per quarter with **each** EMS provider in which they are associated.

In other words, if an EMT works for more than one provider, that EMT must have documented training with each provider for a minimum of three hours per quarter per provider. For EMTs who are affiliated with multiple services, the EMT may “carry” a maximum of one hour of training each quarter (from the primary provider only) to another service (secondary provider) in which he/she is affiliated. This means that the EMT will only have to satisfy two hours of training each quarter with that secondary provider, however; the one hour of training documentation “transferred” (from the primary provider) to this secondary provider MUST be physically on file (each quarter) with the secondary provider in which the EMT desires to exempt that one hour of training. **Primary provider** means the EMS provider in which the EMT works for or volunteers for the greatest number of hours per year. **Secondary provider** means all other EMS providers in which the EMT may be affiliated.

Concerning the IST program, the EMT may only be associated with **one** IST program, for the purpose of IST credit and recertification, but the EMT may attend the IST program of any service in which the EMT is affiliated for the purpose of satisfying the required three hours of quarterly provider based training.

It is important that each provider assure that each EMT associated with their service (volunteer or paid) is in compliance with the mandatory three hours of provider based training each quarter. The employer may “insist” that each EMT comply and when they fail to comply, they must take any action deemed necessary (**up to and including dismissal of the EMT**) to assure compliance with EMS regulations. **The provider is held accountable in regards to this issue of compliance with the regulations.**

Provider based training is any training in which the specific EMS provider may require for all EMTs associated with that provider. The training **must be on-site** and may be on administrative policy and procedures specific to that provider or concerns about patient care, new equipment or any other training pertaining to EMS operations or patient care. Training **not** acceptable as provider based training is any training not conducted by the provider or training that is sponsored by other institutions (such as EMT courses or specialty courses like ACLS, etc) even if they are given at the providers location. Remember, provider based training is training “**specific**” to each EMS provider.